

**JOB TITLE: BUSINESS DEVELOPMENT OFFICER (1)**

GENERATIONS

Department: Program		Location: Rhino Camp	Open Date: 23 May 2025
		Reports To: Programs & Operations	End Date: 6 <sup>th</sup> June 2025
Grade:Y4	Expected Start Date: As Soon As Possible	Contract Length: 12 Months With Possibility Of Extension	
		Staff Reporting To This Role: None	

**SAFEGUARDING:**  
YSAT is committed to **Zero Tolerance for Fraud, Sexual Exploitation and Abuse (SEA), Child abuse** while providing Humanitarian Response, No Applicant should be required to pay for our services including application for job opportunity, please report any suspected misconduct to: [complaintsfeedback@youthsat.org](mailto:complaintsfeedback@youthsat.org)

**Youth Social Advocacy Team (YSAT)** is a refugee-led non-profit, non-governmental Organization whose core mandate is supporting conflict affected youth by tackling barriers to accessing quality education, sustainable Livelihoods and addressing root causes of violent conflicts for refugees and vulnerable host communities in displaced settings.

YSAT is legally registered to operate in Uganda with the National Bureau for Non -Governmental Organizations Reg. **MIA/NB/2020/10/4213** as a Regional NGO. YSAT works in 5 refugee settlements in West Nile implementing projects in Protection, Food Security and Livelihoods, Education, Environment & Energy, Evidence -based research and Advocacy .

**ROLE PURPOSE:**  
The Business Development Officer is responsible for assisting YSAT Uganda country office with resource mobilization, strategic planning and growing of YSAT business through creating, maintaining and facilitating effective partnerships between YSAT and its collaborating and financing partners including National Government, NGOs, Bi-lateral and multi-lateral institutions/donors and foundations to secure resources for YSAT programs

**WORKING ENVIRONMENT:**  
YSAT works in remote refugee hosting areas in Uganda with 3 field offices, 5 refugee settlements, approximately 58 staff and expenditure of 1.5 million USD / anum. The staff will be based in Rhino Camp during working days returning to town on Fridays. This role includes possibility of traveling to other YSAT field offices in Imvepi, Adjumani, soon Yumbe, Lamwo, Palorinya

**Roles and Responsibilities**

**Partnership Development:**

- Lead Continous strategic partnership mapping, identification, the mutual appraisal, and risk assignment of potential strategic partners for effective and successful partnership relationships.
- Builds and manages relationships with strategic partners (including institutions) at different levels, current and potential funders to support the strategic plan implementation and growth.
- Supports in carrying out annual partnership reviews for improved relationship and attainment of the partnership objectives.
- Promotes and ensures YSAT Uganda partnership principles, values and standards are understood and applied in all partnership relationships.
- Mobilize strategic partners towards a greater voice on issues affecting the rights of refugees, particularly the Youth.
- Works with the Monitoring and Evaluation team at YSAT to capture learning in the humanitarian, development and peace programs for knowledge creation, and impact dissemination for the mobilization of financial and non-financial support for Strategic Plan program.

**Advocacy and Influencing:**

- Develop and carry out influencing strategies that persuade donors, foundations, philanthropies, and individuals to contribute their financial and non-financial resources for the rights of refugees, youth and vulnerable host communities in Uganda.
- Produce a wide range of high-quality written outputs for various audiences including high-quality, well targeted research reports, policy briefings, key messages, blogs and other outputs with the aim of educating and influencing stakeholders for resource mobilization.
- Foster strong relationships and work closely with the Director of Programs, MEAL and external stakeholders in policy and influencing work to keep abreast of key policy changes and relevant external issues that would require the mobilization of support for the change YSAT Uganda aims to achieve.
- Proactively engage on a strategic basis with institutional donors/partners to facilitate technical programme exchanges, influence policy and thinking, and identify key areas of potential cooperation, including programme funding.

**Resource Mobilization**

- Lead the development and implementation of resource mobilization strategy for YSAT
- Lead the process of concept note/proposal development in collaboration with POM, ED, Program staff to ensure that they are properly coordinated and consistent with internal program priorities, crosscutting issues and partner prioritie and requirements.
- Advice the SMT on potential funding opportunities and donor priorities.

<ul style="list-style-type: none"> <li>- Establish and maintain regular contacts with agencies, covering a specific set of donors to be agreed upon, maintaining networks and actively engaging in knowledge sharing, information dissemination on YSAT</li> <li>- Help prepare and participate in internal/external meetings with donors-thematic meetings and related resource mobilization events.</li> <li>- Maintain up to date knowledge on donor funded projects and ensure reporting is completed to the donor in a timely manner.</li> <li>- Support with the drafting of external reports and work with programme teams to finalize these in accordance with requirements and timelines.</li> <li>- Lead on the creation of products packaged and positioned to attract and secure increased resources for YSAT Uganda.</li> <li>- Drive improvements in business development/fundraising practices across YSAT</li> <li>- Build and maintain relationships with YSAT Uganda's network partners, donors and external partners, civil society stakeholders and provide relevant, effective and timely support to all current and new donors and partners.</li> <li>- Support the Programs &amp; Operations Manager and Executive Director to build strong external network and representation through engagements in funding partnerships and advocacy opportunities.</li> </ul>	
<b>Technical expertise, skills and knowledge</b> <ul style="list-style-type: none"> <li>- At least bachelor Degree in development studies or any social science relate qualification</li> <li>- Have at least 4 years' experience working in the sector, including field and management experience.</li> <li>- Advanced experience in partnership development.</li> <li>- Compelling influencer– able to inspire, build consensus and bring people together around a common agenda.</li> <li>- Demonstrated experience and understanding of the funding mechanisms and procedures for bi-lateral and multi-lateral and development partners, phillanthropic organisations, private foundations or NGOs as well as grant management</li> <li>- Demonstrated problem solving skills, creativity and willingness to innovate.</li> <li>- Strives for quality in all he/she does, respecting deadlines, working continuously to improve performance.</li> <li>- Upholds and demonstrates YSAT's values and behaviors.</li> <li>- Experience in working with partners in consortium including Refugee led Organizations</li> </ul>	
<b>APPLICATION PROCESS:</b> Submit your soft copy application, an updated Curriculum Vitae/Resume with copies of your academic documents <b>ELECTRONICALLY</b> to <b>Head of HR – People &amp; Culture</b> <a href="mailto:hr@youthsat.org">hr@youthsat.org</a> copying <a href="mailto:youthsat2017@gmail.com">youthsat2017@gmail.com</a> <b>Hard copy applications</b> and CVs/Resume can also be delivered from <b>Monday – Thursday from 10 AM - 4P</b> to; Rhino Camp Head Office – Ocea, Adjumani Field Office in Pakelle or Imvepi Field Office – Base Camp <b><u>Deadline for receiving applications 30<sup>th</sup> Day of May 2025 at 4:00 PM EAT</u></b>	
<b>YSAT is an equal opportunity Employer</b> , guided by our Diversity Principle and Core Values, we don't discriminate on gender, ethnicity, religion, geographical background, or political affiliation. This position is open to both <b>Refugees</b> , and Ugandan Nationals and preferably those with experience working in Ugandan context. <b>Qualified female candidates are a High Priority!</b>	
<b>Child Safeguarding:</b> We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children, Youth and vulnerable adults from all forms of abuse.	
<b>Health and Safety</b> The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.	
<b>Please note:</b> <ol style="list-style-type: none"> <li>1. only selected applicants will be contacted to take part in the next steps of the recruitment process. No confirmation of receipt of your application will be provided.</li> <li>2. <b>Due to the urgency in filling the position, applications may be reviewed and processed before the deadline</b></li> <li>3. Submitted copies of academic documents will <b>NOT</b> be returned to the applicant after review</li> </ol>	
<b>JD written by:</b> Finance Manager	<b>Date:</b> 20 <sup>th</sup> May 2025
<b>JD agreed by:</b> Head of HR – People & Culture	<b>Date:</b> 21 <sup>st</sup> May 2025
<b>JD Approved by:</b> Executive Director	<b>Date:</b> 23 <sup>rd</sup> May 2025

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